



## RANGERS FOOTBALL CLUB

### Communications & Content Executive

JOB TITLE:	Communication & Content Executive
REPORTING TO:	Communications & Content Manager
LOCATION:	Ibrox Stadium
EMPLOYMENT STATUS:	Permanent, Full Time

#### THE ROLE

A unique opportunity has arisen to join the Commercial & Marketing department of Rangers Football Club as Communications & Content Executive.

The full-time position will be based at Ibrox Stadium reporting to jointly the Communications & Content Manager and Supporters Liaison Officer.

The purpose of the role is to provide administrative assistance to the Communications & Media Relations team, as well as the wider Commercial and Marketing department in the delivery of the Club's communication strategy. The role will suit an enthusiastic candidate interested in gaining experience and developing their own skills as part of a multi-disciplinary Communications team working in a fast-paced environment.

Your responsibilities will include the following:

- Provide wide-ranging administrative support to assist in the delivery of the Club's communications strategy across full Football department squads (Men's First Team, Women's team and B team / Academy).
- Work under the guidance of the Communications and Content team to develop your own skills by assisting with player interviews, internal and external press events, matchday duties and social media planning and posting.
- Assist at match day media briefings and to support on-site media operations as and when required.
- Attend home and away games as required and assist in organising all media requirements at the venue.
- Support with the preparation of club media events as required.
- Assist with the weekly interview transcription and publishing of Club content.
- Assist the Commercial & Marketing and Football departments with general administration and letter/email writing, e.g., ad-hoc general requests for information, coordinating fan letter requests.
- Support the Commercial & Marketing department with the daily management of the Brand Protection mailbox and other ad-hoc areas of support.
- Assist the Commercial & Marketing and Football departments with general administration and letter/email writing, e.g., ad-hoc general requests for information, coordinating fan letter requests.
- Review the newspapers and online media on daily basis and circulate press cuttings internally to senior management.



- As and when required, work closely with Supporters Liaison Officer (SLO) and Head of Ticket Operations to provide support across all fan engagement channels to ensure supporters have the highest quality customer service
- Assist the SLO in gathering supporter feedback, and identifying key issues where required.
- As directed by the Communications & Content Manager, support the SLO with responding to supporter queries in an appropriate and timely manner.
- Assist with and participate in fan engagement meetings/events including taking and recording of minutes on an ad-hoc basis.
- Any other reasonable request.

## THE CANDIDATE

### Job Knowledge

- An understanding of business communications and content creation.
- Experience within a Commercial, Marketing or Communications department would be advantageous.
- Knowledge of or experience with working on social media platforms
- An in-depth knowledge of Rangers Football Club and football in general
- Experience within the sporting industry would be an advantage but not essential.
- Experience in customer service would be an advantage.

### Education and Qualifications

- You should be degree educated in a communications/journalism discipline or have equivalent experience.

### Personal Attributes

- A strong appreciation for digital and social media marketing
- Excellent written and verbal communication skills
- Excellent Attention to detail and quality standards
- Enthusiastic and outgoing personality
- Must have the ability to prioritise, work under tight deadlines and juggle multiple tasks
- Adept at using Microsoft Office, Teams and Zoom
- Given the nature of the work and demand dictated by match schedules, a flexible approach to work and working hours is crucial.
- Eligibility to work in the UK

## EQUALITY & INCLUSION:

Rangers Football Club is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.

Rangers Football club also welcomes applications from suitably qualified members of the armed forces family.

## GENERAL INFORMATION:

The candidate must keep up to date with new methods and undertake any necessary internal or external training sessions in accordance with Company Policies and Procedures. Matchday working involves working on both evenings and weekends as well as occasional overnight stays/travel.

A Matchday uniform will be supplied by the Club and should be maintained to a high standard.

If you can add value to our team please email your CV and cover letter to [recruitment@rangers.co.uk](mailto:recruitment@rangers.co.uk)

THE CLOSING DATE FOR APPLICATIONS IS FRIDAY 25<sup>TH</sup> JUNE 2021.  
FIRST INTERVIEWS WILL BE HELD ON FRIDAY 2<sup>ND</sup> JULY 2021.